

Instructions for Form ARD-1, *General Information for All Permit Applications*

I. FACILITY INFORMATION

- A. Type of Application:** check the appropriate box stating if the application is for a new source, a renewal of an existing permit, or a modification of an existing permit.

New – check this box if the application is for a source that has not previously been permitted. A new source may be subject to Env-A 702.01, *Application Review Fee for Temporary Permits*. See the following for a description of fees: <http://des.nh.gov/organization/divisions/air/pehb/apps/fees.htm> .

Renewal – check this box for a renewal of an Operating Permit or if the application is for an initial Operating Permit for a source that is currently covered under a Temporary Permit.

Modification – check this box if the purpose of the application is to modify an existing Operating Permit or Temporary Permit.

- B. Physical Location:** State the name of the facility and its physical location.
- C. Mailing Address:** If the mailing address for the facility is different than the physical location, list that here. State that it is the same as the physical location if that is true. Also include a telephone number for the facility.
- D. USGS Coordinates:** Give the coordinates of the source as identified on a United States Geological Society map. The coordinates may be given in UTM coordinates (Easting and Northing – meters or feet) or in Latitude and Longitude, (degrees, minutes and seconds). The following web sites contain searchable maps to assist you with this information:
- <http://www.topozone.com/viewmaps.asp>
- <http://www.travelbygps.com/search.php>
- E. Owner:** State the legal name of the owner of the facility along with the address and telephone number. If the owner is the same as stated above in the physical location, then this may be noted.
- F. Parent Corporation:** If the facility is a subsidiary of a larger corporation, state the legal name of the parent corporation, a contact person, address and telephone number for the parent corporation.
- G. Contact Information:** List applicable information for the person to contact concerning this application.

1. **General/Technical Contact:** List the name, address, telephone number, and email address for the person that should be contacted for questions concerning this application. This contact person should work for the company that is applying for the permit and will be the person to whom DES will address correspondence regarding the application.

2. **Application Preparation:** If the application was prepared by an outside party, then list the name, address, telephone number and email address of the person that prepared the application. DES will copy this person on all correspondence regarding the application.

If the application was prepared by the company, than you may note that this contact is the same as the General/Technical contact person (if applicable).

3. **Legal Contact:** List the name, address, telephone number and email address for the person that should be contacted concerning legal questions concerning the facility.

4. **Invoicing Contact:** List the name, address, telephone number and email address for the person that should be contacted concerning invoicing and payment of fees.

H. Major Activity or Product Descriptions: List any applicable descriptions of the source according to its standard industrial classification (SIC) code, as specified in the SIC Manual dated 1987. The following link describes the SIC codes:
http://www.osha.gov/pls/imis/sic_manual.html

I. Other Sources or Devices: List any other sources located at this facility that have permits. Include the permit number and the permit's expiration date.

II. TOTAL FACILITY EMISSIONS DATA

List the total emissions from the facility. These numbers should be the sum of all emission rates listed on device specific forms (ARD-2 to ARD-6) submitted as part of the application as well as other sources located at the facility.

A reference can be made to an attachment that contains this information.

Actual emissions should reflect the normal operations of the facility.

Potential emissions should reflect the maximum capacity of the source without regard to air pollution control equipment, restrictions on hours of operation or on the type or amount of material combusted, stored or processed. More information on potential emissions can be found under the Air Resources, Frequently Asked Questions at

<http://des.nh.gov/organization/divisions/air/pehb/apps/categories/faq.htm> .

III. SUPPORT DATA The following data should be submitted as part of the application:

A copy of all calculations used to determine emission rates, including at least one complete example with all assumptions, factors, conversions, etc. noted;

A copy of the USGS map section with the site location clearly indicated; and

A to-scale site plan of the facility showing all of the following items:

1. The location of all emission points;
2. The dimensions of all buildings (height, width and length); and
3. The facility's property boundary.

IV. CERTIFICATION

The application must be signed by a responsible official, defined as one of the following:

1. For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for the permit and either:
 - a. The facility employs more than 250 persons or has gross annual sales or expenditures exceeding \$25 million; or
 - b. The delegation of authority to such representatives is approved in advance by the Division.
2. For a partnership or sole proprietorship: a general partner or the proprietor.
3. For a municipality, State, Federal, or other public agency: either a principle executive officer or ranking elected official. A principle executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

Other Required Information for Air Permit Applications

The following link details other information that is required for air permit applications. The information varies depending on the type of permit that you are applying for.

<http://des.nh.gov/organization/divisions/air/pehb/apps/info.htm> .